PERSONNEL AGENDA

Erie County Council

www.eriecountypa.gov

Jay Breneman, Chairman
Edward T. DiMattio, Jr., Vice Chairman
Kathy Fatica
Dr. Kyle Foust
André R. Horton
Fiore Leone
Carol J. Loll

August 18, 2016

4:00 p.m. – follows immediately after Finance Meeting
Room 114A

1. Ordinance Number , 2016, "2016 Appointed Official's Salary Ordinance Part Time Assistant Public Defenders"
   Page 2

2. Ordinance Number , 2016, "2016 Health Choices Fund Budget Revised Expenditures For Merit Hiring Position"
   Page 3

3. Ordinance Number , 2016, "2016 Children & Youth Services Fund Budget Supplemental Appropriation Of $12,393 For Merit Hiring Position"
   Page 9

4. Ordinance Number , 2016, "2016 General Fund Budget Supplemental Appropriation Of $2,479 For Children & Youth Creation of Merit Hiring Position"
   Page 16

ORDINANCE NUMBER _____, 2016

2016 Appointed Official's Salary Ordinance
Part Time Assistant Public Defenders

BE IT ENACTED by the County Council of the County of Erie pursuant to Article II, Section 3B(2)(h), and Article XI, Section 8B of the Home Rule Charter for the County of Erie, and Section 5A(4) of the Personnel Code for the County of Erie, that the 2016 Appointed Official's Salaries:

Part Time Assistant Public Defenders -

Position Number 003600-007	**$24,356.80**
Position Number 003600-010	**$24,356.80**

are hereby approved as outlined on the attached Exhibit A.

BE IT FURTHER ENACTED by the County Council of the County of Erie, that should any vacancy occur in the position listed in this ordinance, County Council shall have the power to establish the salary of any new appointee.

This ordinance shall be effective immediately upon adoption.

COUNTY COUNCIL OF THE
COUNTY OF ERIE, PENNSYLVANIA

Attest:

_____
Douglas R. Smith
County Clerk

Date:_____

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André R. Horton, Chairman

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Jay Breneman, Vice Chairman

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Edward J. DiMattio, Jr.

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Dr. Kyle Foust

Approved by:

_____
Kathy Dahlkemper
County Executive

Date:_____

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Kathy Fatica

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Fiore Leone

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Carol J. Loll

ORDINANCE NUMBER ___, 2016

2016 Health Choices Fund Budget Revised Expenditures For Merit Hiring Position

BE IT ENACTED by the County Council of the County of Erie pursuant to Article II, Sections 3B(1), and 3B(2)(d) of the Erie County Home Rule Charter that revised expenditures in the 2016 Health Choices Fund Budget, for the creation of a new position to be part the County's new internal merit hiring system, are hereby approved as outlined on the attached Exhibits A & B.

This ordinance shall be effective immediately upon adoption.

COUNTY COUNCIL OF THE
COUNTY OF ERIE, PENNSYLVANIA

Attest:

_____
Douglas R. Smith
County Clerk

Date:_____

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André R. Horton, Chairman

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Jay Breneman, Vice Chairman

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Edward T. DiMattio, Jr.

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Kathy Fatica

Approved by:

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Kathy Dahlkemper,
County Executive

Date:_____

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Dr. Kyle Foust

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Fiore Leone

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Carol J. Loll

Exhibit A
2016 HealthChoices Fund Budget
Revised Expenditures
For Merit Hiring Position

Account Title	Account Number	Amount
Total Expenditures		
Non-bargaining Wages	030-000105-001010	9,510
Fica	030-000105-001200	242
Life Insurance	030-000105-001210	6
Hospitalization	030-000105-001220	1,020
Prescription Drugs	030-000105-001221	325
Workers Compensation	030-000105-001230	5
Retirement	030-000105-001240	278
Other Health & Welfare	030-000105-001250	58
Unemployment Compensation	030-000105-001260	2
Risk Pool	030-000105-002910	(11,446)
Total Expenditures		0

Exhibit B
2016 HealthChoices Fund Budget
Revised Expenditures
For Merit Hiring Position

Effective : September 1, 2016

To:

Title	Grade	Position Number	2016 Wages	Annual Salary	Hourly Rate
Admin Officer I	A-II	000105-012	9,510	28,529	14.63
Total Change			9,510	28,529	

To: Kathy Dahlkemper, County Executive
County Council Members

From: John DiMattio

Date: August 9, 2016

Subject: Rationale for Hiring of (1) New HealthChoices Position

The attached Exhibit A and B reflect revised expenditures to the 2016 HealthChoices Fund budget for the hiring of a new Administrative Office I.

The Erie County Department of Human Services intends to leave the State Civil Service Personnel system and adopt an internal Merit Hire system where we will manage all the duties previously handled by civil service including recruitment, applicant testing, applicant scoring, etc. This position will serve to handle the additional workload by taking on these types of duties.

There will be **no increase or decrease** in County funds needed.

If you have any questions, please contact me at your convenience.

JOB DESCRIPTION

Name:

Department: Erie County Office of Children & Youth

County Title: Administrative Officer 1

Civil Service Class Title: Human Resource Assistant 2

Hours of Work: Monday through Friday
8:00 a.m. to 4:30 p.m.
Length of Lunch Period: 1 hour
Total Hours per Week: 37.5
Work is Regular, Full-Time

Additional Hours: As Required

DUTIES:

This position provides a wide variety of confidential personnel procedures and support services to the directors of Human Services, Children & Youth and Drug & Alcohol and reports directly to the Human Resources Supervisor. This position also provides confidential support to the Erie County Human Resources Director and department, and serves the DHS staff in general which comprises an approximate total of 260 staff members.

This position is responsible for performing a wide range of complex, confidential duties involving a variety of systems and multiple priorities such as:

- County and Civil Service documentation research, preparation, tracking and distribution for, but not limited to, new appointments, terminations, transfers, promotions, voluntary demotions, reassignments, reinstatements, unpaid leave time and extended medical/maternity leaves
- Research for new or re-classified positions as needed.
- Process and track disciplinary actions.
- Distribute, track, collect, document and forward to County Human Resources Office all DHS staff probationary and annual employee performance reviews.
- Assist general public with DHS recruitment process.
- Assist new appointments with clearance application process.
- Assist, if necessary, with student intern appointments. Track hours after interns are appointed for completion of their internship.
- Track and maintain DHS job descriptions.

- Assist with discrepancies discovered during the annual PW1171 reconciliation.
- Assist all department directors/supervisors with process of filling vacancies including, but not limited to, Civil Service employment survey creation, distribution, tracking and submission.
- Create job postings; review applications to determine eligibility; schedule interviews when requested, distribute pertinent interview information; work with new appointment pre- and post-hire in early days of employment regarding necessary documentation for the County Human Resource Office and OCY (if applicable).
- Create and maintain current and closed DHS records, and reconcile Civil Service SCSC100Bs.
- Monitors extended leaves.
- Serves as liaison to County Programs in Harrisburg and the Erie County HR Office.
- Knowledge and interpretation of County Policies & Procedures, County Personnel Code, Civil Service Rules, Regulations & Directives and bargaining union agreements as needed.
- Process employee update forms, and prepares reports and/or surveys as requested by State, Federal or local governments.
- Prepares personnel section of quarterly CY28 report.
- Prepares recruitment section of annual Compliance report.
- General duties of creating files, filing, mailings, etc.
- Performs other duties as assigned.

EQUIPMENT/PROGRAMS/WEBSITES USED: Desktop and laptop computers, desktop printer/copier/scanner/ adding machine, Word, Excel, AS400, Employee Portal, Track It System, Outlook, AOD , IHR, ReadyPay, DHS AOD, HR Professional, OWEB.

SUPERVISIONS RECEIVED: Work is performed independently with guidance from the Human Resources Supervisor, the Director of Human Resources or appropriate department Director or Administrator when necessary. Work is reviewed through annual evaluation.

SUPERVISION GIVEN: N/A. Total number of subordinates reporting to this position: 0

EMPLOYEE'S VERIFICATION: I certify that, to the best of my knowledge, all statements shown above are correct. I have reviewed this job description and I understand my responsibilities.

Employee's Signature: _____ **Date:**_____

Immediate Supervisor's Signature:_____

Class Title: _____ **Date:**_____

ORDINANCE NUMBER , 2016

2016 Children & Youth Services Fund Budget Supplemental Appropriation Of $12,393 For Merit Hiring Position

BE IT ENACTED by the County Council of the County of Erie pursuant to Article II, Sections 3B(1), 3B(2)(b) and Article VIII, Section 8 of the Erie County Home Rule Charter; certified by the County Executive, that this 2016 Children & Youth Services Fund Budget supplemental appropriation in the amount of $12,393 for the creation of a merit hiring position to replace the Civil Service System, is hereby approved as outlined on the attached Exhibits A & B.

This ordinance shall be effective immediately upon adoption.

COUNTY COUNCIL OF THE
COUNTY OF ERIE, PENNSYLVANIA

Attest:

_____
Douglas R. Smith
County Clerk

Date:_____

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André R. Horton, Chairman

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Jay Breneman, Vice Chairman

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Edward T. DiMattio, Jr.

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Kathy Fatica

Approved by:

_____
Kathy Dahlkemper,
County Executive

Date:_____

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Dr. Kyle Foust

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Fiore Leone

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Carol J. Loll

Exhibit A
2016 Children and Youth Fund Budget
Supplemental Appropriation of $12,393
Merit Hiring Position

Account Title	Account Number	Amount
Total Revenue		
ACT 148	042-099000-514050	(9,914)
County of Erie	042-099000-096000	(2,479)
Total Revenue		(12,393)
Total Expenditures		
Non-bargaining Wages	042-004600-001010	10,407
Fica	042-004600-001200	265
Life Insurance	042-004600-001210	6
Hospitalization	042-004600-001220	1,020
Prescription Drugs	042-004600-001221	325
Workers Compensation	042-004600-001230	5
Retirement	042-004600-001240	305
Other Health & Welfare	042-004600-001250	58
Unemployment Compensation	042-004600-001260	2
Total Expenditures		12,393

Exhibit B
2016 Children and Youth Fund Budget
Supplemental Appropriation of $2,479
For Merit Hiring Position

Effective : September 1, 2016

Title	Grade	Position Number	2016 Wages	Annual Salary	Hourly Rate
Human Resources Supervisor	P-II	004600-025	10,407	31,220	16.01
Total Change			10,407	31,220	

Certificate of the County Executive

I, Kathy Dahlkemper, County Executive for the County of Erie, do hereby certify pursuant to the provisions of Article VIII, Section 8, of the Home Rule Charter for the County of Erie, that there are funds in the amount of $12,393 for the Office of Children and Youth for the creation of one new position.

Kathy Dahlkemper
County Executive

8/15/16
Date

To: Kathy Dahlkemper, County Executive
County Council Members

From: Lana Rees

Date: August 9, 2016

Subject: Rationale for to Hiring of (1) New Children and Youth Position

The attached Exhibit A and B reflect a supplemental appropriation to the 2016 Children and Youth Fund budget for the hiring of a new Human Resources Supervisor.

The Erie County Department of Human Services intends to leave the State Civil Service Personnel system and adopt an internal Merit Hire system where we will manage all the duties previously handled by civil service including recruitment, applicant testing, applicant scoring, etc. This position will serve to handle the additional workload by taking these types of duties.

There will be **an increase** in County funds needed of $2,479.

If you have any questions, please contact me at your convenience.

JOB DESCRIPTION

Name:

Department: Erie County Office of Children & Youth

County Title: Human Resources Supervisor

Civil Service Class Title: Human Resources Supervisor

Hours of Work: Monday through Friday
8:30 a.m. to 5:00 p.m.
Length of Lunch Period: 1 hour
Total Hours per Week: 37.5
Work is Regular, Full-Time

Additional Hours: As Required

This positions will be responsible for oversight of the Human Resources staff located at the Department of Human Services.

Functional Statement: Serves as Personnel Analyst II for the Erie County Department of Human Services (DHS). Responsible for reviewing, processing and recording personnel actions in accordance with County Merit Hire System or State Civil Service. This position oversees County personnel activities for the DHS county offices with a combined staff of approximately 260 and performs work involving a wide variety of personnel procedures within the County Human Resources department.

DUTIES:

1. Ensuring that Erie County remains compliant with requirements of Civil Services Commission in order to maintain Erie counties waiver to have a local Merit Hire process
2. Have a complete understanding of all policies and procedures as approved by the Civil Services commission for Erie Counties Merit Hire system and ensure that all staff operate within these protocols
3. Recruitment and retention actives for DHS including ensuring that:
    A. Testing space is available
    B. Tests are administered and scored appropriately and expeditiously
    C. Lists are maintained of eligible applicants for positions
    D. Interviews are coordinated with staff and applicants
    E. All necessary documentation is maintained
    F. Advising supervisors on proper procedures for interview and selection.
    G. Procuring temporary employees when necessary
4. Equal Employment Opportunity Commission regulations are adhered to
5. County personnel policies are followed
6. Performance evaluations are distributed to supervisors based on anniversary dates
7. Implements personnel policies and procedures.

8. Receives and reviews all personnel actions which involve analyzing job descriptions for positions being created or reclassified to determine the proper classification, action or providing recommendations for such appropriate actions.
9. Reviews personnel data summaries for qualifications to determine that minimum experience and training requirements are satisfied and that the requested actions conforms to regulations and the respective personnel action plans.
10. Maintains records, including:
    a. Roster of agency personnel, including position occupied, salary/wage, anniversary date, pay range and step, number of hours worked per week, employee evaluations.
    b. Individual personnel records.
11. Acts as department liaison with department directors and personnel departments to advise and provide technical assistance.
12. Quality Assurance and compliance for all duties related to Human Resources at the Department of Human Services
13. Reviews and updates employee history reports that are submitted to the state.
14. Prepares and processes actions for conformity to State and County requirements, personnel actions concerning the staff of the Department of Human Services.

EQUIPMENT/PROGRAMS/WEBSITES USED: Desktop and laptop computers, desktop printer/copier/scanner/ adding machine, Word, Excel, AS400, Employee Portal, Track It System, Outlook, AOD , IHR, ReadyPay, DHS AOD, HR Professional, OWEB.

SUPERVISION RECEIVED: Work is performed independently with guidance from the Administrator of Operations, Director of Human Resources or appropriate department Director or Administrator when necessary. Work is reviewed through annual evaluation.

SUPERVISION GIVEN: Total number of subordinates reporting to this position: 2

EMPLOYEE'S VERIFICATION: I certify that, to the best of my knowledge, all statements shown above are correct. I have reviewed this job description and I understand my responsibilities.

Employee's Signature: _____ **Date:**_____

Immediate Supervisor's Signature:_____

Class Title: _____ **Date:**_____

ORDINANCE NUMBER , 2016

_____ 2016 General Fund Budget Supplemental Appropriation Of $2,479 For Children & Youth Creation of Merit Hiring Position

BE IT ENACTED by the County Council of the County of Erie pursuant to Article II, Sections 3B (1), 3B(2)(f) and Article VIII, Section 8 of the Erie County Home Rule Charter; certified by the County Executive that this 2016 General Fund Budget supplemental appropriation of $2,479 for the creation of a C&Y Merit Hiring position, is hereby approved as outlined on the attached Exhibit A.

This ordinance shall be effective immediately upon adoption.

COUNTY COUNCIL OF THE
COUNTY OF ERIE, PENNSYLVANIA

Attest:

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Douglas R. Smith
County Clerk

Date:_____

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André R. Horton, Chairman

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Jay Breneman, Vice Chairman

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Edward T. DiMattio, Jr.

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Kathy Fatica

Approved by:

_____
Kathy Dahlkemper,
County Executive

Date:_____

_____
Dr. Kyle Foust

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Fiore Leone

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Carol J. Loll

Exhibit A
2016 General Fund Fund Budget
Supplemental Appropriation of $2,479
For Children and Youth Creation of
Merit Hiring Position

Account Title	Account Number	Amount
Total Revenue		
Fund Balance Appropriated	001-000990-099500	(2,479)
Total Revenue		(2,479)
Total Expenditures		
Transfer to Children and Youth	001-020000-008400	2,479
Total Expenditures		2,479

Certificate of the County Executive

I, Kathy Dahlkemper, County Executive for the County of Erie, do hereby certify pursuant to the provisions of Article VIII, Section 8, of the Home Rule Charter for the County of Erie, that there are funds in the amount of $2,479 for the Office of Children and Youth creation of one new position.

Kathy Dahlkemper
County Executive

8/15/16
Date