

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

September 15, 2016

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

1. Ordinance Number 72, 2016, “2016 Health Choices Fund Budget Revised Expenditures For Merit Hiring Position” (FR 8-23-16)
Page 2
2. Ordinance Number 73, 2016, “First 2016 Children & Youth Services Fund Budget Supplemental Appropriation Of \$12,393 For Merit Hiring Position” (FR 8-23-16)
Page 8
3. Ordinance Number 74, 2016, “Twenty-Sixth 2016 General Fund Budget Supplemental Appropriation Of \$2,479 For Children & Youth Creation of Merit Hiring Position” (FR 8-23-16)
Page 15
4. Ordinance Number , 2016, “2016 General Fund Budget Supplemental Appropriation Of \$12,581 For Increase In Temporary Staff For Sheriff’s Department”
Page 18
5. Ordinance Number , 2016, “2016 General Fund Budget Supplemental Appropriation Of \$15,676 For Increase In Temporary Staff And Computer Supplies In Courts Bureau”
Page 22

ORDINANCE NUMBER 72, 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

André R. Horton, Chairman

Date: _____

Jay Breneman, Vice Chairman

Edward T. DiMattio, Jr.

Approved by:

Kathy Fatica

Kathy Dahlkemper,
County Executive

Dr. Kyle Foust

Date: _____

Fiore Leone

Carol J. Loll

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

<u>Account Title</u>	<u>Account Number</u>	<u>Amount</u>
<u>Total Expenditures</u>		
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		<u>0</u>

**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			<u>9,510</u>	<u>28,529</u>	

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 73, 2016

**First 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

André R. Horton, Chairman

Date: _____

Jay Breneman, Vice Chairman

Edward T. DiMattio, Jr.

Approved by:

Kathy Fatica

Kathy Dahlkemper,
County Executive

Dr. Kyle Foust

Date: _____

Fiore Leone

Carol J. Loll

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

<u>Account Title</u>	<u>Account Number</u>	<u>Amount</u>
<u>Total Revenue</u>		
ACT 148	042-099000-514050	(9,914)
County of Erie	042-099000-096000	(2,479)
Total Revenue		<u><u>(12,393)</u></u>
<u>Total Expenditures</u>		
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		<u><u>12,393</u></u>

**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			<u>10,407</u>	<u>31,220</u>	

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

8/15/10

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 74, 2016

**Twenty-Sixth 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:

Douglas R. Smith
County Clerk

André R. Horton, Chairman

Date: _____

Jay Breneman, Vice Chairman

Edward T. DiMattio, Jr.

Approved by:

Kathy Fatica

Kathy Dahlkemper,
County Executive

Dr. Kyle Foust

Date: _____

Fiore Leone

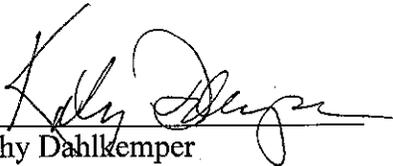
Carol J. Loll

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

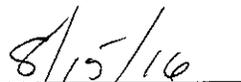
<u>Account Title</u>	<u>Account Number</u>	<u>Amount</u>
<u>Total Revenue</u>		
Fund Balance Appropriated	001-000990-099500	(2,479)
Total Revenue		<u>(2,479)</u>
<u>Total Expenditures</u>		
Transfer to Children and Youth	001-020000-008400	2,479
Total Expenditures		<u>2,479</u>

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



Date

ORDINANCE NUMBER , 2016

**_____ 2016 General Fund Budget Supplemental Appropriation Of \$12,581 For
Increase In Temporary Staff For Sheriff's Department**

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 \$12,581 for an increase in the Temporary Staff in the Sheriff's Department, 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:

Douglas R. Smith
County Clerk

André R. Horton, Chairman

Date:_____

Jay Breneman, Vice Chairman

Edward T. DiMattio, Jr.

Approved by:

Kathy Fatica

Kathy Dahlkemper,
County Executive

Dr. Kyle Foust

Date:_____

Fiore Leone

Carol J. Loll

**Exhibit A
 2016 General Fund Budget
 Supplemental Appropriation of \$12,581
 For Increase in Temporary Staff for
 Sheriff's Department**

<u>Account Title</u>	<u>Account Number</u>	<u>Amount</u>
<u>Total Revenue</u>		
Fund Balance Appropriation	001-000990-099500	(12,581)
Total Revenue		<u><u>(12,581)</u></u>
<u>Total Expenditures</u>		
Temporary Staff	001-003300-001040	11,000
FICA	001-003300-001200	842
Workers Compensation	001-003300-001230	422
Unemployment	001-003300-001260	317
Total Expenditures		<u><u>12,581</u></u>

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 \$12,581 for increase in the temporary staff for the Sheriff's Department.

for Gay N. Lee
Kathy Dahlkemper
County Executive

9/12/16
Date

John T. Loomis
Sheriff

Jon Habursky
Chief Deputy

Lt. Chris Campanelli
Court Security



Office of Sheriff
ERIE COUNTY COURT HOUSE
140 West Sixth Street
Erie, Pennsylvania 16501-1077

Captain Jeff Guild
Criminal Division

Lt. Bill Fenton
Civil Division

Phone 814/451-6005
Fax 814/451-6323

Date: September 2, 2016

TO: Kathy Dahlkemper, County Executive
County Council Members

From: Sheriff John Loomis

RE: Increase in Temporary Staff Line in 2016 Budget

We currently have two full time deputies that our out on extended medical leave. The temporary staff line item is almost depleted for 2016 and we will need to utilize our temporary staff to cover while these employees are out.

John Loomis
Sheriff

ORDINANCE NUMBER , 2016

**_____ 2016 General Fund Budget Supplemental Appropriation Of \$15,676 For
Increase In Temporary Staff And Computer Supplies In Courts Bureau**

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 \$15,676 for an increase in the Temporary Staff and Computer Supplies lines in the Courts Bureau, 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:

Douglas R. Smith
County Clerk

Date: _____

André R. Horton, Chairman

Jay Breneman, Vice Chairman

Edward T. DiMattio, Jr.

Approved by:

Kathy Dahlkemper,
County Executive

Date: _____

Kathy Fatica

Dr. Kyle Foust

Fiore Leone

Carol J. Loll

**Exhibit A
 2016 General Fund Budget
 Supplemental Appropriation of \$15,676
 For Increase in Temporary Staff and
 Computer Supplies for the Courts**

<u>Account Title</u>	<u>Account Number</u>	<u>Amount</u>
<u>Total Revenue</u>		
Restricted Fund Balance Appropriated	001-003020-042310	(15,676)
Total Revenue		<u><u>(15,676)</u></u>
<u>Total Expenditures</u>		
Temporary Staff	001-003020-001040	11,000
FICA	001-003020-001200	842
Workers Compensation	001-003020-001230	17
Unemployment	001-003020-001260	317
Computer Supplies	001-003020-003090	3,500
Total Expenditures		<u><u>15,676</u></u>

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 \$15,676 for increase in temporary staff and computer supplies for the courts.

Gayn L. Lee
for Kathy Dahlkemper
County Executive

9 / 12 / 16
Date



PETER E. FREED
District Court Administrator
(814) 451-6295
pfreed@eriecountygov.org

Erie County Court of Common Pleas
Sixth Judicial District
OFFICE OF COURT ADMINISTRATION
140 West Sixth Street, Room 210
Erie, PA 16501-1030

JULIA E BAGNONI, ESQ
Deputy Court Administrator
(814) 451-6305

REBECCA L. HUMPHREY, ESQ
Deputy Court Administrator
(814) 451-6251

FAX # 451-6223
TDD # 451-6237

MEMORANDUM

TO: James Sparber, Director of Finance
Sue Ellen Pasquale, Manager of Accounting

FROM: Peter E. Freed *PEF*
District Court Administrator

SUBJECT: Divorce Master Fund Balance

DATE: September 7, 2016

President Judge John J. Trucilla has authorized the expenditure of ~~\$13,900~~^{15,671.00} from the Divorce Master Fund. This money will be used to supplement expenditure from the Court's Temporary Staff line item that was depleted as a result in unexpected circumstances in the custody office and the Juvenile Court Master. In addition, the Court is planning to purchase computer equipment, accessories and software to provide language access at the counter in Court Administration where many individuals seek information regarding Family Court practices and procedures.

The money should be distributed as follows:

\$10,400 to 003020-001040

(Temporary Staff) - increased to cover line and added FICA/WC/Unemployment

\$3,500 to 003020-003090

(Computer Supplies)

Please prepare an ordinance for County Council to effectuate the above. This utilization of the Divorce Master Fee Fund, for this purpose, has been approved by the President Judge.

If you should have any questions, please contact me.

cc: President Judge John J. Trucilla

County of Erie - General Fund
 Restricted Fund Balance
 Fye 12/31/15 001-099000-029040

Balance in General Ledger @ 12/31/15 (12,345,821.94)
 Aje#36 To adjust restricted fund balance @ 12/31/15 2,924,384.74

Adjusted Balance @ 12/31/15 (9,421,437.20)

Balance Consists Of: (9,421,437.20)
 8,000,000.00
 (1,421,437.20)

Supervision Fees
 Balance @ 12/31/15 (261,975.14)
 Change @ 12/31/15 (29,210.87)
(291,186.01)

Deeds Record Improvement
 Balance @ 12/31/15 0.00
 Change @ 12/31/15 (78,142.79)
 Transfer of Balance to County Record Improv 0.00
(78,142.79)

County Record Improvement
 Balance @ 12/31/15 (330,098.36) As of 12/31/14, the unencumbered balance of this fund must be
 Transfer of Balance from Deeds Improvermer 0.00 transferred over to the County Records Improvement Account -
 Change @ 12/31/15 56,302.59 every 4 years per state statute.
(273,795.77)

Low Income Housing
 Balance @ 12/31/15 (248,188.85)
 Change @ 12/31/15 (3,088.40)
(251,277.25)

Clerk of Courts Automation Fees
 Balance @ 12/31/15 (49,484.75)
 Change @ 12/31/15 (5,470.29)
(54,955.04)

Prothonotary Automation Fees
 Balance @ 12/31/15 (30,541.43)
 Change @ 12/31/15 (15,754.54)
(46,295.97)

Divorce Masters Fees
 Balance @ 12/31/15 (125,872.21)
 Change @ 12/31/15 4,011.25
(121,860.96)

Wills Automation Fees
 Balance @ 12/31/15 (66,886.77)
 Change @ 12/31/15 19,366.93
(47,519.84)

Restitution Advocate
 Balance @ 12/31/15 (66,340.57)
 Change @ 12/31/15 (11,313.36)
(77,653.93)

Vital Statistics
 Coroner's Office
 Balance @ 12/31/15 (166,433.76)
 Change @ 12/31/15 (12,315.78)
(178,749.54)