

SUPPORT SERVICES COMMITTEE
WEIGHTS AND MEASURES AGENDA
January 24, 2020

Committee Members: Supervisors Magowan, Leggett, Wild, Bruno, Driscoll, Hogan and Shepler

- I. Committee meeting called to order by Chairman
 - II. Motion to approve the minutes of the prior meeting
 - III. Action Agenda/New Business Items:
Discuss the request for the creation of a part-time, per diem Inspector position for the purpose of training the new Director and continue on as a part-time assistant.
 - IV. Referrals/Pending Items:
None.
 - V. Discussion Items: The transition of present Director to a part-time, per diem position post retirement.
 - VI. Privilege of the Floor to discuss any additional items to come before the Committee
 - VII. Motion to adjourn
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RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Warren County Department of Weights & Measures

DATE: January

- (a) Title of Requested Position: **Weights & Measures Inspector (per diem)**
- (b) Annual Base Salary (and Grade if Applicable): **\$8000.** (*\$24,5932/hour*)
- (c) Effective Date for New Position:* **February 1, 2020**
*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department=s Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable): **n/a**
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount: **A.6610 130 Salaries - Part Time \$8000.**
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.)
- (g) Is this a mandated position? If so, please explain: **No**
- (h) Is there expected revenue from this position? If so, please explain: **Yes.**
The primary duties of this position involve the inspection of local businesses for compliance with NYS Agriculture and Markets Law (Article 16) concerning Package Checking, Proper Labeling of Commodities and Pricing Accuracy. Failure to comply with these regulations may result in civil penalties payable to Warren County.
- (i) There currently is a Part Time, Per Diem employee with this title. The purpose of this request is to create a like position for the purpose of training (the new Director) and continue on thereafter as a Part Time assistant. The total salaries for both positions will not exceed the budgeted amount of \$8000.

Civil Service Law, Section 22: Certification for positions. Before any new position in the service of a civil division shall be created or any existing position in such service shall be reclassified, the proposal therefore, including a statement of the duties of the position, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed position or the position to be reclassified. Any such new position shall be created or any such existing position reclassified only with the title approved and certified by the commission. Effective 1978

**Warren County Civil Service
1340 State Rte 9, Lake George, NY 12845
New Position Duties Statement**

Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit.
Forward one typed copy to this Commission.

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|--|--|--|
| 1. Department
Weights and Measures | Bureau, Division, Unit or Section | Location of Position
Warren County, New York |
|--|--|--|
- 2. Description of Duties:** Describe the work in sufficient detail to give a clear word picture of the job. Use a separate paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.

Percent of Work Time	Job Duty
65%	The duties of this position include the enforcement of requirements as stated in Article 16, New York State Agriculture and Markets Law. These include (but not limited to) Sections 189: Method of sale of Commodities generally, 190: Method of sale of Food and Food Products, 193: Fair Packaging and Labeling of Containers, 197-b: Retail Pricing Accuracy. This enforcement would require inspections of commodities generally sold at retail. Knowledge of National Institute of Standards and Technology Handbook 130 (Uniform Laws and Regulations) and Handbook 133 (Checking the Net Contents of Packaged Goods) is required. These handbooks contain the methodology of inspection techniques required for this position. These inspections are also known as Package Checking and Pricing Accuracy.
30%	This position also requires the knowledge and maintenance of test equipment required for use in device inspections as well as knowledge of the devices being tested. Knowledge and understanding of NIST Handbook 44 (Specifications, Tolerances, and other Technical Requirements for Weighing and Measuring Devices) is required. This position does not include the official Device Inspections of commercial devices as this is a mandated duty of the Director. However, some inspections may require the physical help of the person in this position.
5%	This position requires inspection related recordkeeping and other data collection.
	The purpose of this position is to provide assistance to the Director of Weights & Measures.

<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>
Herbert Levin	Director, Warren County Weights & Measures	Direct

4. Names and Titles of Persons Supervised by Employee in this position

<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>
n/a		

5. Names and Titles of Persons doing substantially the same kind and level of work as will be done by the incumbent of this new position

<u>Name</u>	<u>Title</u>	<u>Location of Position</u>
n/a		

6. What minimum qualifications do you think should be required for this position?

Education: High School _____ Years
 College 2 Years, with specialization in Science and/or Math
 College _____ Years, with specialization in _____

Experience: (list amount and type) One year of experience with Weighing and/or Measuring Devices, Compliance inspections, or Laboratory data collection. Computer knowledge.

Essential knowledge, skills and abilities: Knowledge and understanding of NIST Handbooks 44, 130, 133 as well as NYS Agriculture and Markets Law, Article 16. Ability to work independently. Maintain good recordkeeping. Able to record sampling data and form logical conclusions. Ability to use specialized computer programs.

Type of license or certificate required:
 NYS Weights & Measures Inspector or equivalent (suggested but not necessarily required)

7. The above statements are accurate and complete.

Date: _____ Title: _____ Signature: _____

Certificate of Civil Service Commission

8. In accordance with the provisions of Civil Service Law Section 22, the Warren County Civil Service Department certifies that the appropriate civil service title for the position described is:

Title: _____
 Jurisdictional Classification: _____

Date: _____ Signature: _____

Action by Legislative Body or Other Approving Authority

9. Creation of described position

- Approved
- Disapproved

Date: _____ Signature: _____

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Warren County Department of Weights & Measures Payroll Dept. No: _____
Title of Position: Weights & Measures Inspector Base Salary of Position: \$ 24,593.20 Grade: per diem / part time
Filling at Step # (If Known): _____
Budget code and title: A.6610 130 Salaries - Part Time Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: _____ Date of Vacancy: _____
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal _____% State _____% Other _____%

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other _____

Actual Impact to Budget Report will be provided monthly by Human Resources Director.

Candidate's qualifications must be approved by Personnel Officer prior to hiring. _____

Human Resources Director has approved this form when initialed. _____

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

- The Administrator has no objection to the filling of the vacancy.
- The Administrator objects to the filling of the vacancy.

Administrator Signature _____ Date _____

BUDGET OFFICER COMPLETES THIS SECTION

- The Budget Officer has no objection to the filling of the vacancy.
- The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature _____ Date _____

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee _____

- The committee has no objection to the filling of the vacancy.
- The committee objects to the filling of the vacancy.
- In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
- In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature _____ Date _____

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

AUTHORITY FOR POLICY AND PROCEDURE

Resolution 155 of 2003, amended by Resolution Nos. 497 of 2006, 719 of 2006, 318 of 2007, 374 of 2011 and 259 of 2014, provides the policy and procedure for the establishment, filling and increasing or decreasing of salaries for positions within Warren County. Copies of the resolutions are available from the Clerk of the Board.

WHAT FORM TO USE

- For giving notice of intent to fill an existing vacant position, use this form.
- For creating a new position, complete Resolution Request Form No. 11.
- For increasing or decreasing salary of non-union position, complete Resolution Request Form No. 13.
- For reclassification of position, complete Resolution Request Form No. 14.

These forms are available from the Clerk of the Board.

HOW TO USE THIS FORM

Department heads must first file this notice of intent with the Human Resources Director/Personnel Officer for review and approval of position details. Once the form has been initialed by both the Human Resources Director and Personnel Officer, it should be forwarded on to the County Administrator for approval. The County Administrator shall furnish a copy of the notice to the Budget Officer. Once both the County Administrator and the Budget Officer have executed the form, a copy must be submitted by the Department Head to the Supervisory Committee with their regular agenda. Once signed by the Chair of the Supervisory Committee, the Notice of Intent shall be submitted to the Clerk of the Board, who shall report the action on the Personnel Committee agenda and forward the fully executed form to the Department Head.

OBJECTIONS

If either the County Administrator, Budget Officer or Supervisory Committee objects to the position being filled, each should affix their signature to this form indicating they have an objection. In this case, the department head is advised that the position may not be filled unless otherwise determined by the Board of Supervisors. All requests to fill vacant positions must be approved by the County Administrator, Budget Officer and a 2/3 majority vote of the Supervisory Committee or oversight Committee Chair approval as provided in the Rules of the Board.

NO OBJECTIONS

If the County Administrator, Budget Officer and Supervisory Committee have no objection to the position being filled, each should affix their signatures to this form indicating they have no objection.

PAPERWORK

To fill the position, complete the 426 Report of Personnel Change, attach the original of this form to the back of the 426, along with the Resolution approving same and submit to the Human Resources and Civil Service Department. Be certain to make a copy of both the 426 and this form for retention in your department files.

Department Heads are reminded that an oath of office must be filed in the Office of the County Clerk. Oaths of Office forms are available from the County Clerk.